



Department of Education and Early Development
Division of Libraries, Archives & Museums
Alaska State Archives/Records & Information Management Service (ASA/RIMS)
P.O. Box 110525, 141 Willoughby Avenue
Juneau, AK 99811-0525
T: (907) 465-2317/2275
F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 625 Schedule No: 04-625.2

DEPARTMENT OF REVENUE

ALASKA HOUSING FINANCE CORPORATION (AHFC)

625 - BUDGET DEPARTMENT


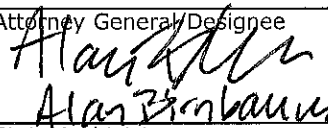
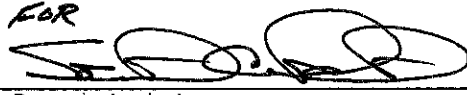


The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #04-625.1

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director Les Campbell	Signature of Division Director 	Date 5-5-2014
Attorney General/Designee  Alan Brinkmann	Date 6/3/14	Commissioner of Administration/Designee FOR 
State Archivist  D. Dawson	Date 5/27/14	Records Analyst  Stacey Thorsen

5-28-14

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - Budget Reports This series consists of computer-generated accounting system reports including chart of accounts, project-based accounting, capital budget, payroll summary, position authorization control systems, capital/grants budget by funds, and in-house spreadsheets. Filed by topic by fiscal year.	H & E	CFY+7		Official Record Copy. Located in the Budget department shared file and Public Shared under Budget.
002 - Program Specific Notices (HUD) This series includes notification of awards, contracts, amendments or renewals, special conditions, fiscal reports, and/or progress reports for the Section 8, Low Rent, MA303-Wrangell programs, Public and Indian Housing notices and announcements, and related correspondence. Filed by program by fiscal year.	H & E	C+7		C=Until administrative need is met. Official Record Copy with addressee. Located in the Budget department shared file and Public Shared under Budget. Recommend scanning.
003 - Budget Requests (Final Submission) This series includes official statements and indentures the final budget requests and supporting documents submitted to the AHFC Board of Directors, Department of Revenue, Office of Management and Budget (OMB), and corresponding federal agencies. Documents may include amendments, revised programs, supplementals, and correspondence documenting negotiations. Filed by fiscal year.	H & E	CFY+5	Y	Official Record Copy held by the Office of Management & Budget (OMB). Located in the Budget department private shared file.
004 - Budget Workpapers This series includes work papers used for preparation of the final fiscal year budget submission to the Department of Revenue. These documents include budget preparation instructions, operating and capital budget submission, supporting documents, cost allocations, amendments, revised programs, and supplementals.	H & E	CFY+5		Official Record Copy. Located in the Budget department private shared file.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key	Format Key	Bus. Ess = Business Essential
A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)	H = Hardcopy E = Electronic D = Database M = Microform	1. Are necessary for emergency response 2. Are necessary to resume or continue operations

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
005 - Budget/General Ledger Adjusting Entries This series consists of documents generated for internal use which are not sent to the Accounting Department, such as chart of account changes, general ledger reclassifications, budget revisions, salary distributions, payroll reclassifications, and backup for adjusting journal entries, and journal entry logs. Filed by fiscal year.	H & E	C+7	Y	C= Until administrative need is met. Official Record Copy. Located on the Public File under Budget. Recommend scanning.
006 - Reimbursable Services Agreements and Memoranda of Agreement This series includes documentation of interagency transfers of both operating and capital project funds. Filed by fiscal year.	H & E	C+7		C = Until closed. Copy of Record in Risk Management (RRDS #02-75.1). Located in the Budget department private shared file.
007 - Training and Presentation Documents This series consists of materials used in presenting budget training classes to AHFC employees and documentation for presentations to the AHFC Board of directors and the Finance Committee of the State Legislature. Filed by subject by fiscal year.	H & E	C+3		C=Until administrative need is met. Official Record Copy. Located on the Public File under Budget.
008 - Comprehensive Grant/Capital Fund Program/Replacement Housing Factor Files This series consists of files which includes five-year plan, PNA's, annual statements, annual performance and evaluation reports and revisions. Filed alphabetically.	H & E	C+5		C=Grant fully expended. Official Record Copy. Located in the Budget department private shared file.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key	Format Key	Bus. Ess = Business Essential
A = Until Audit PO = Permanent (Retain in agency office) C = Cut-off event/date S = Until Scanned CY = Current Year T = Transfer CFY = Current Fiscal Year TO = Term of Office PA = Permanent (Transfer to State Archives)	H = Hardcopy E = Electronic D = Database M = Microform	1. Are necessary for emergency response 2. Are necessary to resume or continue operations